



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHIEF PHARMACIST

Class No. 004245

■ CLASSIFICATION PURPOSE

To plan, direct, coordinate, and oversee pharmacy operations for the Health and Human Services Agency (HHSA); to provide expert consultation to County departments in regard to pharmaceutical procurement, storage, and distribution operations; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position classified management class assigned to the Health and Human Services Agency (HHSA). Under the administrative direction of HHSA executive management, the Chief Pharmacist is responsible for directing the work of Pharmacists, Pharmacy Technicians, or other professional staff assigned to provide pharmaceutical services for the Health and Human Services Agency (HHSA). The Chief Pharmacist is also responsible for providing expert consultation to other County departments that have pharmaceutical operations. The Chief Pharmacist differs from the next lower class, Pharmacist, in that the latter is a first-line supervisor responsible for providing pharmaceutical services to medical units of a County facility.

■ FUNCTIONS

**The examples of essential functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Establishes and maintains pharmaceutical practices consistent with safe medication use, in compliance with County, State, and Federal laws, rules, regulations, and standards.
2. Directs and oversees all requisitioning and dispensing of drugs and pharmaceutical supplies for in-patient and outpatient services provided by HHSA; establishes specifications for the procurement and dispensing of all pharmaceuticals; and coordinates pharmaceutical activities with HHSA departments/divisions or other County departments.
3. Collaborates with County Purchasing and Contracting staff to conduct negotiation sessions with representatives of vendors or suppliers of pharmaceuticals in order to secure the most cost-efficient prices for pharmaceutical items and supplies.
4. Directs and oversees the compounding and dispensing of prescriptions in compliance with County, State, and Federal laws, rules and regulations.
5. Develops and revises rules, regulations, policies and procedures pertaining to pharmaceutical operations including, but not limited to, procurement, storage, handling, security, safety, staff access, licensure, dosage, distribution, and disposal.
6. Maintains records required by law and established pharmaceutical practices.
7. Facilitates, chairs, and participates as a member of committees and task forces.
8. Plans, assigns, coordinates, schedules, trains, reviews, and evaluates the work of Pharmacists and/or other supervisory employees.
9. Conducts selection interviews and recommends selections to fill vacant supervisory and non-supervisory pharmaceutical positions.
10. Prepares recommendations pertaining to the annual budget for pharmaceutical operations and submits such recommendations to the HHSA administrative staff.
11. Coordinates pharmacy activities for Mental Health, Public Health, Office of Emergency Services, and other applicable HHSA departments or County agencies.

12. Assures the proper, safe and secure storage of drugs in pharmacies and secured health facilities; monitors rooms, facilities, storage, and distribution areas to ensure the security of the pharmacies and contents.
13. Develops and coordinates procedures and methods for pharmacy-related activities such as clinical pharmacy monitoring, Drug Utilization Review (DUR), Drug Utilization Evaluation (DUE), and appropriate dose guidelines.
14. Serves as the system manager for the pharmaceutical component of the HHSA's overall computer system.
15. May use or monitor the operation of specialized equipment found in the HHSA Pharmacy.
16. Provides information to representatives of outside agencies, such as Federal or State regulatory agencies, in response to inquiries or audits.
17. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- State of California laws, codes, and regulations that pertain to pharmaceutical operations such as the California Administrative Code, Title 22 (Pharmaceutical Services), and Title 15 (Pharmaceutical Management),
- Federal regulations such as the Food and Drug Administration (FDA) and the Drug Enforcement Administration (DEA).
- Federal and state controlled substance acts.
- Federal and state regulations governing the manufacture and distribution of drugs.
- Standards of the Joint Commission of the Accreditation of Health Care Organizations (JCAHO).
- Pharmaceutical service requirements for acute psychiatric hospitals, skilled nursing, and residential care facilities.
- Pharmaceutical services standards.
- Medical/health related concepts such as drug indications/contraindications, dosing absorption, distribution, interactions, side effects, excretions, and metabolism.
- Administrative management principles and practices pertaining to procurement, budget, fiscal, and human resources.
- Methods and techniques of supervision and training.
- Policies, procedures, methods, and techniques pertaining to procuring, receiving, storing, packaging, dispensing, and distributing pharmaceutical items and supplies.
- Pharmaceutical contract and purchasing requirements and practices including concepts pertaining to pricing.
- Computerized/automated systems used to perform pharmacy related operations.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

##### Skills and Abilities to:

- Plan, direct, and coordinate pharmaceutical operations through subordinate supervisors.
- Direct purchasing and procurement activities for a large pharmacy operation that services multiple locations and departments.
- Ensure that the County's pharmacy operations are operated at the levels prescribed by laws, codes, regulations, and professional standards.
- Prepare and/or direct the preparation of administrative and required federal/state reports.
- Use computerized/automated systems used in pharmacy operations.
- Organize and prioritize work in order to meet strict timelines or respond to time-sensitive incidents or situations.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Graduation from an accredited college or university or certified equivalency for foreign studies in pharmacy; AND, two (2) years of experience as a Pharmacist in the County of San Diego OR three (3) years of experience as a pharmacist in one of the following California-licensed health care facilities: a pharmacy serving a skilled nursing facility, retail pharmacy, or hospital. Previous experience must have included at least two (2) years of first line supervision experience over employees assigned to a pharmacy.

**Note:** Possession of a doctoral degree in pharmacy from an accredited college or university is highly desirable.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Constant: neck bending, repetitive use of both hands, and reaching above and below shoulder level. Frequent: standing, waist bending, neck and waist twisting, simple grasping of both hands, and fine manipulation of both hands. Occasional: sitting, walking, squatting and lifting up to ten pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### Licenses

Possession of a current and verifiable Pharmacist License, issued by the California State Board of Pharmacy, is required at the time of appointment. This license must not have any restrictions and must not be in probationary status, as determined by the California State Board of Pharmacy.

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their personal vehicle.

### Certification/Registration

None required.

### Working Conditions

The primary work place is indoors in a pharmacy of a medical facility, although work occasionally involves travel to locations within and outside of the County. The incumbent may be exposed to patients or clients suffering from communicable diseases or persons who may be potentially hostile or violent. The incumbent may work with biohazards such as medications and sharp pharmaceutical objects. The incumbent may be exposed to chemicals. Work involves daily exposure to computer screens.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: August 20, 1973**  
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